UABC Monthly News/Updates
January 15, 2011

UABC TEAM UPDATES – New Projects
• Marketplace – UABC is working with Business Affairs to see if we can find a solution for customers who would like to sign up for workshops and want to see more of a “shopping cart” solution. Business Affairs has determined a possible solution that will meet the needs of multiple detail codes and the Department of Treasury has approved our proposal. We will be working with Business Affairs to prepare the workflow. Next steps will be to work with a small number of Extension Offices in a pilot program
• Time and Attendance – OSU is researching possible solutions to the timesheet process currently in place. A Request for Proposal is currently being reviewed and should be opened by the end of January.
• Metrics – work has commenced on the calculations of the metrics which will be used to focus on the performance of the Business Centers. A copy of the metric information will be posted on our web site http://oregonstate.edu/fa/bc/universityadmin/uabc-monthly-updates Business Affairs, Enterprise Computing Services, and Central Human Resources have done an outstanding job of data mining and we should be able to present baseline metrics very soon. It is expected that our first pass at the data will be available by the end of January.

UABC FINANCE NEWS
• With the units’ help, the Finance team has completed the 2nd quarter projections for all 107 units’ E&G, Auxiliary, and Service Center funds. Thank You!
• The finance team is coordinating with units on the Provost’s non-recurring research equipment investment projects.
• The finance team wishes all of you a wonderful 2011.
• Tiffany Gillis is representing UABC on a new project called Luminus. This tool will be used to assist OSU employees and students with a single screen containing quick links to all of the necessary functions performed by that individual. It will also allow for on-line real time updates.

UABC ACCOUNTING NEWS
• The accounting unit has had a couple of personnel changes this winter. Joy Asbury, a Finance Coordinator at UABC retired on December 31st. We hope to have a replacement staff person hired soon but in the meantime, please contact me or Linda Adams for any questions or tasks that you previously sent to Joy. Another change was effective on January 1st with Laura Dalton being promoted to the position of Accountant 1 from Accounting Technician.
• OUS has changed the lodging per diem rates for the 2011 calendar year. Effective January 1, 2011, the Travel Reimbursement Entry System (TRES), found through Online Services, has been updated to reflect the new OUS Summary of Travel Reimbursement Rates. The new per diem rate charts are available on the Business Affairs website under Financial Accounting and Analysis-Accounts Payable and Travel or directly from OUS at http://www.ous.edu/cont-div/fpm/trav.95.100.php#.280 under APPENDIX .710 Summary of Travel and Transportation Rates.
• Also, we wanted to remind the purchasing card custodians that paper statements will no longer be sent beginning with the January 2011 statement. All statements will be retrieved electronically from the US Bank Access Online website by the card custodians. Signed statements will no longer be mailed to Business Affairs, but will be “filed” to the department cards in NOLIJ by the business centers. If you are a card custodian or account manager and do not have access to the US Bank Access Online website, please notify Rose Hamilton in Business Affairs with your name, department, and last 4 digits and name of the card(s) to which you need access.

UABC HR NEWS

• There are revised recruitment and selection management processes for ranked faculty, professional faculty and classified staff. This new process can be viewed by going to this link http://oregonstate.edu/admin/hr. There are many resources in this document that will assist you. If you have questions about the new processes please contact your UABC HR representative.

• UABC HR is interested in providing training that you would like to have on human resource issues and/or processes. These would include such things as OSU leave guide lines, performance appraisals, position descriptions, FMLA leave, and other topics. Please contact Jo Dee Bernal by email jodee.bernal@oregonstate.edu or 541 737-8387 if you have topics and training you would like.

• Oregon minimum wage went up January first to $8.50 an hour. Anyone who was under this will be automatically increased in the BANNER payroll system.

• A reminder for employees and supervisors of the need to use any furlough and personal leave hours no later than June 30, 2011. It is very important that these hours get used up. If they are held onto then staff will be requesting time off at the end of the fiscal year when perhaps it is not a good time due to workload. UABC HR staff will be attempting to contact supervisors of those folks who have large balances going into the new 2011 year to remind them these hours need to be used.

• The graduate union changed the Fairshare rate (rate for those graduate students who did not join the union) during recent negotiations from 1.58% to 2%. This was effective with the Dec. payroll. It's possible that come January, you'll have some graduate Fairshare payers asking about why it went up. Answer is, it was negotiated with the Coalition of Graduate Employees. If they have further questions about Fairshare or dues, you may refer those to UABC Student HR by calling 541 737-3606. Please share with your HR counterparts.

Thank you very much for your support and feedback!

Carol Babcock
Jo Dee Bernal
Shirley Chow
Laurie Solum